

United States Bankruptcy Court - Western District of Virginia

**Reference Guide**

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Application to Employ

Step	Action
1	Select <b>Bankruptcy &gt; Motions/Applications</b> . Enter the case number - <b>Next</b> .
2	Verify case information - Search for the event by typing a keyword or partial words. The search is not case sensitive. Click to select <b>Employ - Next</b> .
3	Bypass the <b>Joint Filing with other Attorney(s) - Next</b> .
4	At <b>Select the Party</b> screen highlight the party being employed. <ul style="list-style-type: none"><li>• Select Debtor if employing counsel for Debtor.</li><li>• If employing Trustee's Attorney or Professional select Trustee - <b>Next</b>.</li></ul>
5	Create the attorney/party association by clicking in the check box. This establishes the link for electronic noticing - <b>Next</b> .
6	Type "Y" in the text field "Was a Hearing Notice Filed with This Motion?" if the application is set for hearing; otherwise, bypass - <b>Next</b> .
7	Select <b>Browse</b> to <b>Select the PDF Document</b> . Locate and verify the PDF document you wish to file. Select Open to attach the PDF - <b>Next</b> .
8	<b>Enter Name of Person To Be Employed</b> and <b>Type of Position</b> . Include hearing information if applicable - <b>Next</b> .
	Verify Docket Text and Modify as Appropriate - continue docketing - The Notice of Electronic Filing screen appears and your transaction is complete.